



Calendar Year-End (CYE) Processing

CYE 2020 Discussion

Nov. 19, 2020

Agenda

- 1. W-2 processing and forms**
- 2. ACA (Form 1095-C)**
- 3. Benefit Replacement Pay (BRP)**
- 4. State Employee Charitable Campaign (SECC)**

W-2 Reporting, Online Consents, Home Address

- CPA will report W-2s totals to the IRS on behalf of Central Agencies on or before the deadline of Jan. 31, 2021.
- Employees are encouraged to consent online, view forms and validate their home address.
 - From the ESS landing page, My Pay tile:
 - Select **W-2/W-2C Consent** to receive their forms electronically; and
 - Select **View W-2/W-2C Forms** to view their form online
 - From the ESS landing page, My Profile tile:
 - Select **Home Address** to validate/change their home address

W-2 Processing: Nov/Dec 2020 Checklist

Task	Responsible Party	Description	Due Date
Calendar Year-End (CYE) Service Request (SR)	<i>CAPPS Production Support</i>	CAPPS Production Support to open a Calendar Year-End Service Request (CYE SR) in the ASP Solution Center for each agency.	11/13/20
Error Listing Report (TAX900)	<i>Joint</i>	CAPPS Production Support to provide report to agency via the CYE SR, only if applicable. Agency to review and reconcile any amounts that are out of balance.	11/13/20
W-2 Online Consent	<i>Agency</i>	Employees can provide consent to receive online electronic W-2s in lieu of a paper form. (Employee Self Service > My Pay > W-2/W-2c Consent).	Agency-Specific
Employee Address Verification	<i>Agency</i>	Communicate to employees the need to ensure their mailing address is up-to-date in CAPPS (Employee Self Service> My Profile > Edit Mailing Address).	Agency-Specific

W-2 Processing: Nov/Dec 2020 Checklist cont.

Task	Responsible Party	Description	Due Date
Prior Year Return Monies	<i>Agency</i>	Payroll officers to confirm whether 2020 Return Monies still need to be processed.	Agency-Specific
Special Pay Calendar	<i>CAPPS Production Support</i>	If prior year return monies are identified and need to be processed after the December On-Cycle has run, create a special pay calendar.	Agency-Specific
Agency Return Address Verification	<i>Joint</i>	Agency to validate W-2 Information and RE Record Values via the W-2 Company Data page (Payroll for North America > U.S. Annual Processing > Define Annual Tax Reporting > W-2 Company Data). Submit updates if necessary and CAPPS Production Support will make updates as requested.	12/4/20
December On Cycle Payroll	<i>Agency</i>	Please hold on processing the December On Cycle payroll until 2021 Tax Withholding rates; formal email notification will be sent to Agency's Level 1 staff.	TBD

W-2 Processing: January 2021 Checklist

Task	Responsible Party	Description	Due Date
Identify Deceased Employees	<i>Joint</i>	CAPPS Production Support to provide a report of Deceased Employees in the CYE SR if applicable. Agency to review and confirm the list, and issue 1099s where appropriate. CAPPS Production Support to remove W-2 consent from ESS.	1/4/21
Run Quarterly 941 Report	<i>Agency</i>	Validate CAPPS fourth quarter 941 reports.	1/4/21
Run Preliminary W-2s	<i>CAPPS Production Support</i>	CAPPS Production Support to provide preliminary W-2 totals to the agency via the CYE SR.	1/8/21
Year-End Data Audit Report (TAX910AU)	<i>CAPPS Production Support</i>	CAPPS Production Support to provide report to the agency via the CYE SR.	1/8/21

W-2 Processing: January 2021 Checklist cont.

Task	Responsible Party	Description	Due Date
W-2 Approval	<i>Agency</i>	Submit the CAPPS Calendar Year-End Authorization form via the CYE SR in ASP to request printing of W-2s.	1/15/21
FINAL W-2 forms available in CAPPS (ESS)	<i>CAPPS Production Support</i>	CAPPS Production Support to run and make available final W-2s, and send email notification if requested.	1/15/21
Pick-up W-2s	<i>Agency</i>	Determine who will pick-up the W-2s. Any exception to the regular warrant pickup process must be communicated to CAPPS Production Support in advance. W-2s will be available via the warrant pickup window located in the LBJ State Office Building at 111 East 17 th Street, Austin, Texas.	1/22/21
Run TAX915-W3/W-3SS Transmittal Totals	<i>CAPPS Production Support</i>	CAPPS Production Support to provide report of totals transmitted to SSA on agency's behalf.	1/29/21

Affordable Care Act (Form 1095-C)

- CPA will report 1095C totals to IRS on behalf of Central Agencies on or before the deadline of Jan. 31, 2021.
- Employees are encouraged to consent online, view forms and validate their home address.
 - From the ESS landing page, My Pay tile:
 - Select **Form 1095-C consent** to receive their forms electronically; and
 - Select **View Form 1095-C** to view their form online
 - From the ESS landing page, My Profile tile:
 - Select **Home Address** to validate/change their home address

Benefit Replacement Pay (BRP)

- CAPPS provides BRP-eligible employees the ability to change their leveling election for the next calendar year in Employee Self-Service during an open enrollment period.
- Employees who want to change their election must make the change in CAPPS between **8 a.m. on Nov. 23, 2020 and 5 p.m. on Dec. 4, 2020.**
- No action is required if employee's election is remaining the same.
- The election becomes effective with the December pay period payable in the next calendar year.

SECC: General updates

- Payroll pledges from the 2021 Campaign will be reflected on employee paychecks as of Jan. 4, 2021.
- CAPPS Production Support team to load the file the week of Nov. 25, 2020.
- Errors will be provided to the agencies for clean-up and can be view from the CAPPS Navigator, select CAPPS Interfaces, Benefits, Inquire, then SECC Inbound File Results.



Thank you!

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